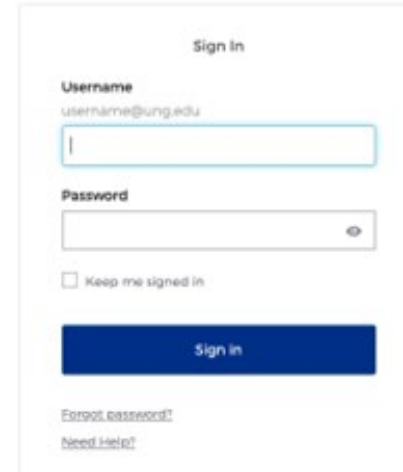# New Account Activation

Greetings, and a warm welcome to the University of North Georgia. As a new user, your initiation into the UNG experience begins with the activation and reinforcement of your account.

1

Start by going to https://auth.ung.edu and enter your UNG username (email address) and the temporary password assigned by IT.

•Select "Sign in"

2

Once you have logged in with the temporary password, you will be prompted with a message that the password has expired, and you need to create a new one.

1.Using the requirements listed on the prompt, create your new UNG account password.

2.Re-enter the password you just created to ensure the password is typed correctly.

3.Select Change Password.

Your password has expired

Password requirements:

- At least 10 characters
- A lowercase letter
- An uppercase letter
- A number
- A symbol
- No parts of your username
- Does not include your first name
- Does not include your last name
- Your password cannot be any of your last 10 passwords

New password

Re-enter password

Change Password

Back to sign in

3

Now that you have successfully created your UNG account password, you will be prompted to set up additional security methods, referred to as two-factor authentication (2FA), to help protect your account.

4

Now, let's enhance the security features of your account. Click 'set up' under the phone section.

Set up security methods

(○) krpardue-test

Security methods help protect your account by ensuring only you have access.

Set up required

📞 **Phone**
Verify with a code sent to your phone
Used for access or recovery

Set up

🛡 **UNG MFA**
Redirect to verify with UNG MFA.
Used for access

Set up

Back to sign in

4

Provide your personal phone number and choose between receiving a verification code via text message or a phone call to authenticate the phone number linked to your account.

Set up phone authentication

krpardue-test

Enter your phone number to receive a verification code via SMS.

◉ SMS

◯ Voice call

Country

United States ▾

Phone number

+1	

Receive a code via SMS

Return to authenticator list

Back to sign in

4

Enter the code you receive.

Set up phone authentication

Ⓐ krpardue-test

A code was sent to your phone . Enter the code
below to verify.
Carrier messaging charges may apply

Enter Code

Verify

Return to authenticator list

Back to sign in

Moving into the UNG Multi-Factor Authentication (MFA) domain, proceed by selecting 'set up' and 'enroll,' leading you to the DUO Security enrollment platform.

Set up security methods

@ ungtest

Security methods help protect your account by ensuring only you have access.

Set up required

UNG MFA
Redirect to verify with UNG MFA.
Used for access

Set up

Back to sign in

4

Set up UNG MFA

krpardue-test

You will be redirected to enroll in UNG MFA

Enroll

Return to authenticator list

Back to sign in

5

When presented with the Duo Security prompt, select Start setup.

5

UNG
UNIVERSITY of
NORTH GEORGIA
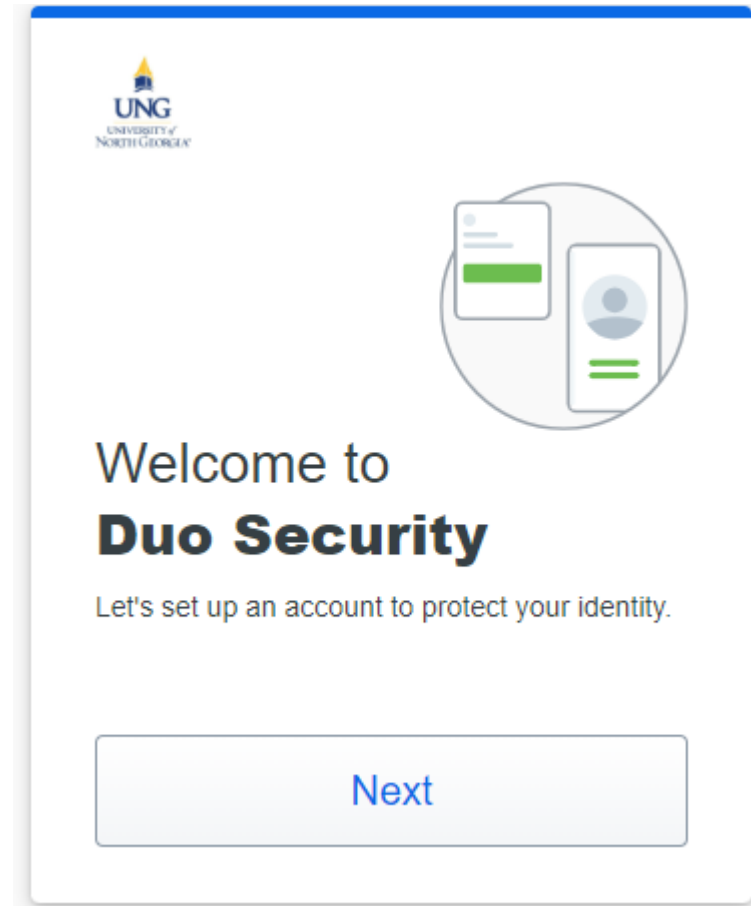
Did you know?

97% of data breaches start by stealing your identity.

Next

5

What can you do?

The best way to protect your identity is with two-step verification using your phone or another device.

Next
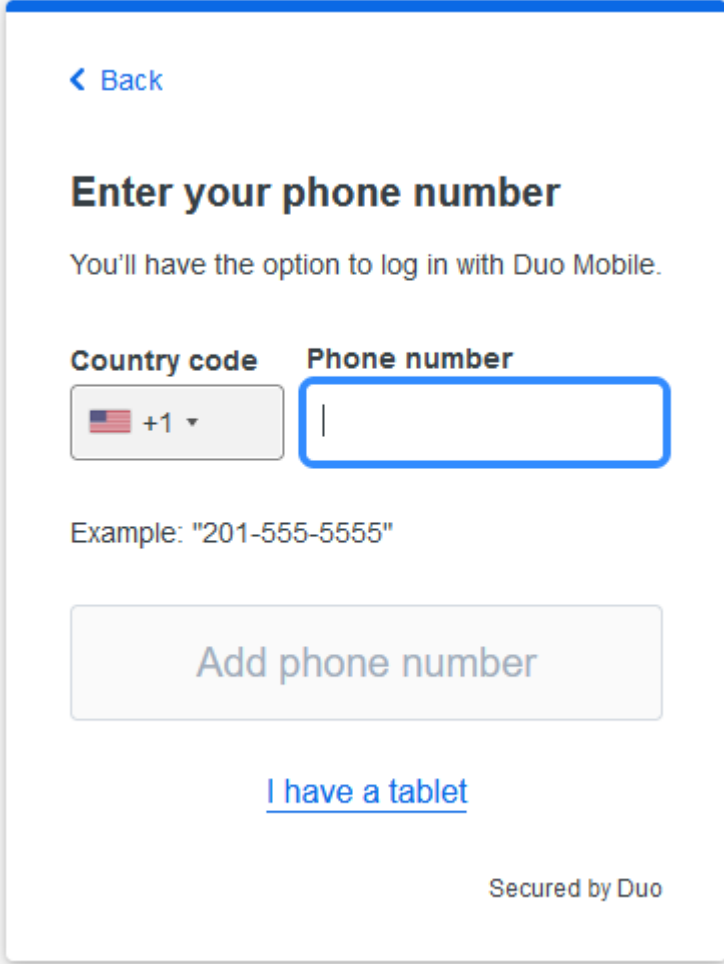
6

Choose your preferred method for 2-factor authentication on DUO Mobile. Options include verification via a Duo Mobile App, Security Key, or Phone Number. We suggest the Duo Mobile app for its streamlined functionality.
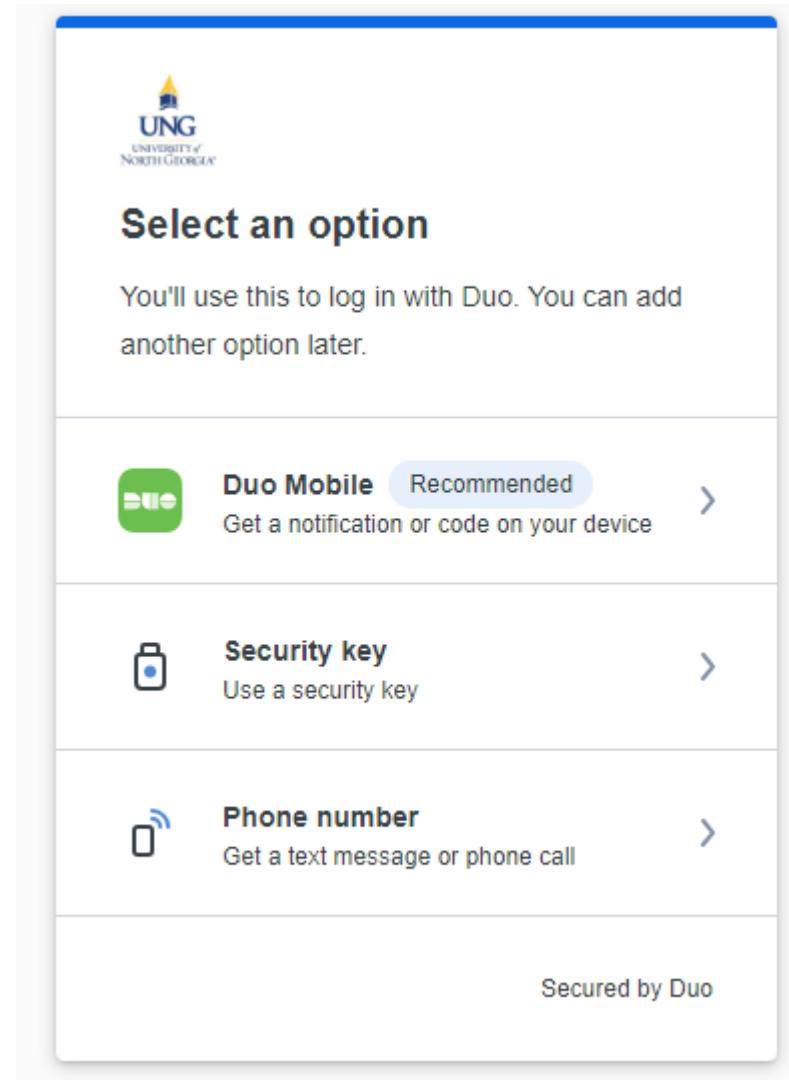
6

First, put your phone number into the system to receive a passcode for your device.

< Back

Enter your phone number

You'll have the option to log in with Duo Mobile.

Country code

+1 ▾

Phone number

Example: "201-555-5555"

Add phone number

I have a tablet

Secured by Duo

6

< Back

Is this correct?

(678) 758-8119

Yes, it's correct

No, I need to change it

Secured by Duo

Confirm ownership

(678) 758-8119

Send me a passcode

Or call my phone
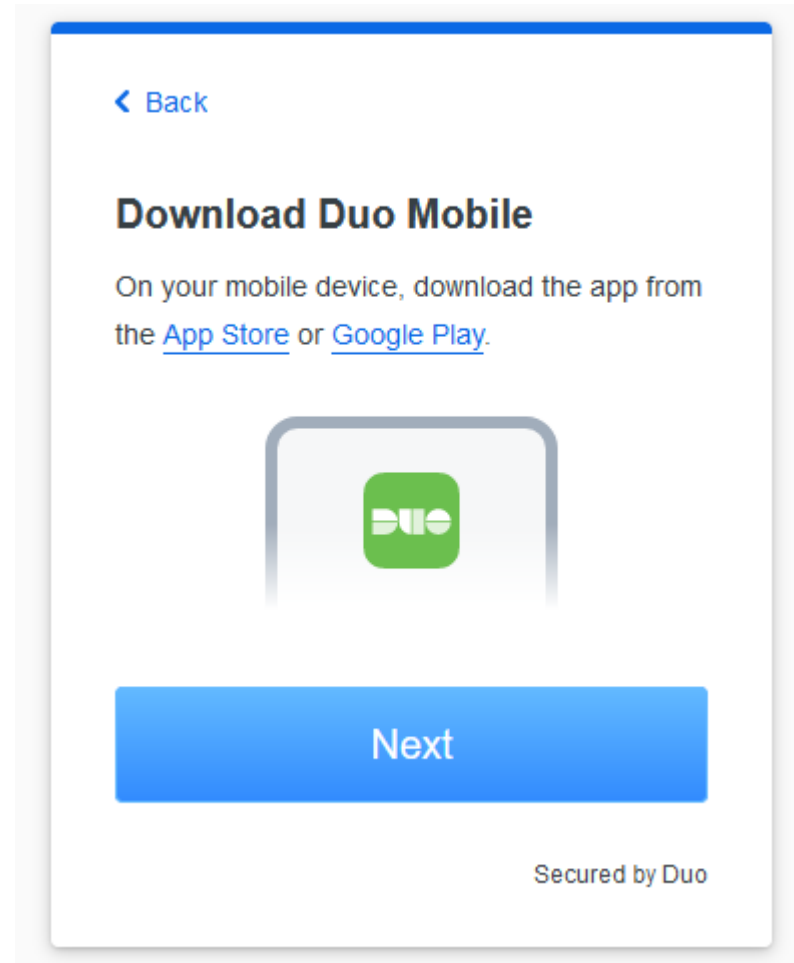
6

< Back

Passcode sent

Enter the two-factor authentication passcode
sent to (678) 758-8119

| ‐ ‐ ‐ ‐ ‐ ‐

Verify

Send a new passcode

Secured by Duo

Then, download the Duo Mobile app from your device's app store.

Download Duo Mobile

On your mobile device, download the app from the App Store or Google Play.

Next

Secured by Duo

Open the app and scan the QR code on your screen or use an activation link instead.
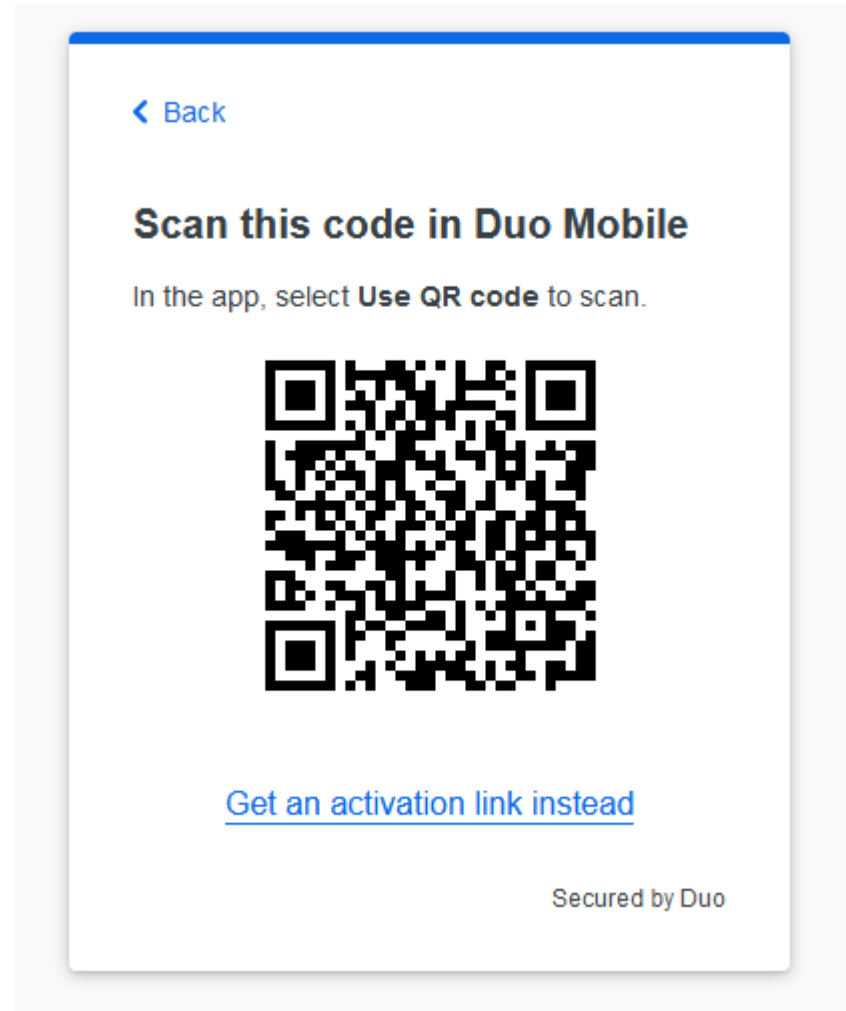
⊘ Added Duo Mobile
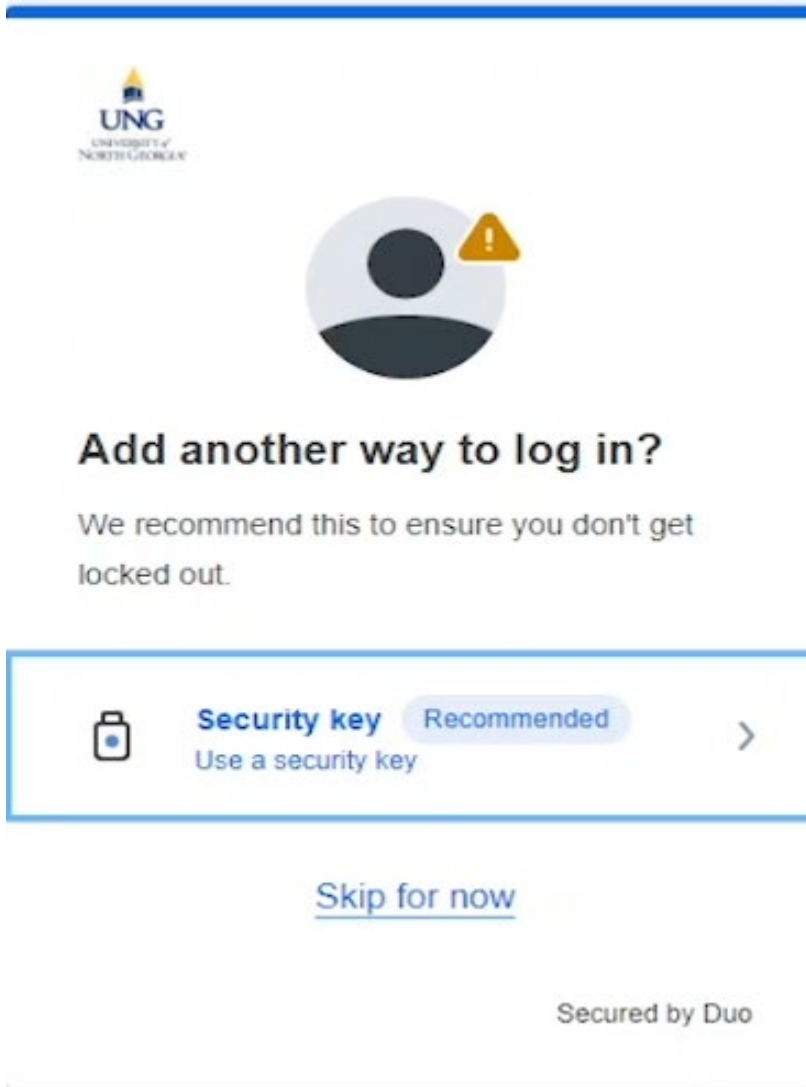
You can now use Duo Mobile to log in using a push notification sent to your mobile device.

Since you added a phone number, you can also use text messages and phone calls.

Continue

If you are interested in using a 3rd party device for authentication, please contact the IT Service Desk at 706-864-1922 or via email at helpdesk@ung.edu. For now, choose to skip.

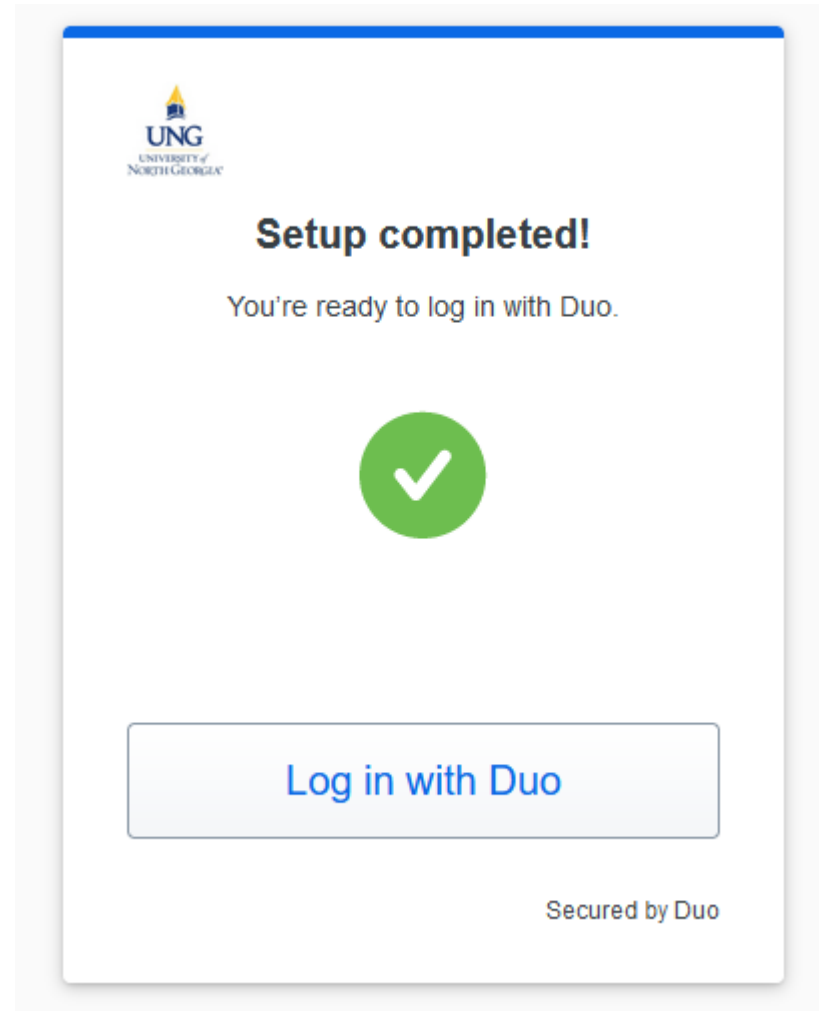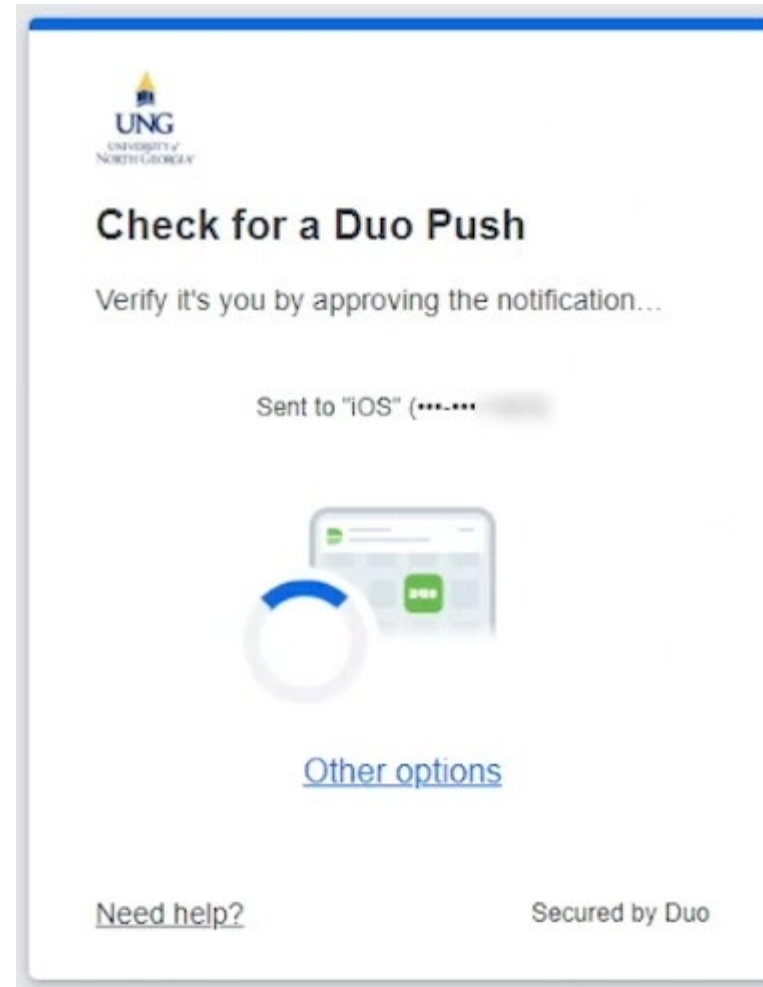Your two-factor Authorization is now set up. Click the log-in with Duo button.

Check your phone for the DUO notification and click to approve.

You should receive a success message.
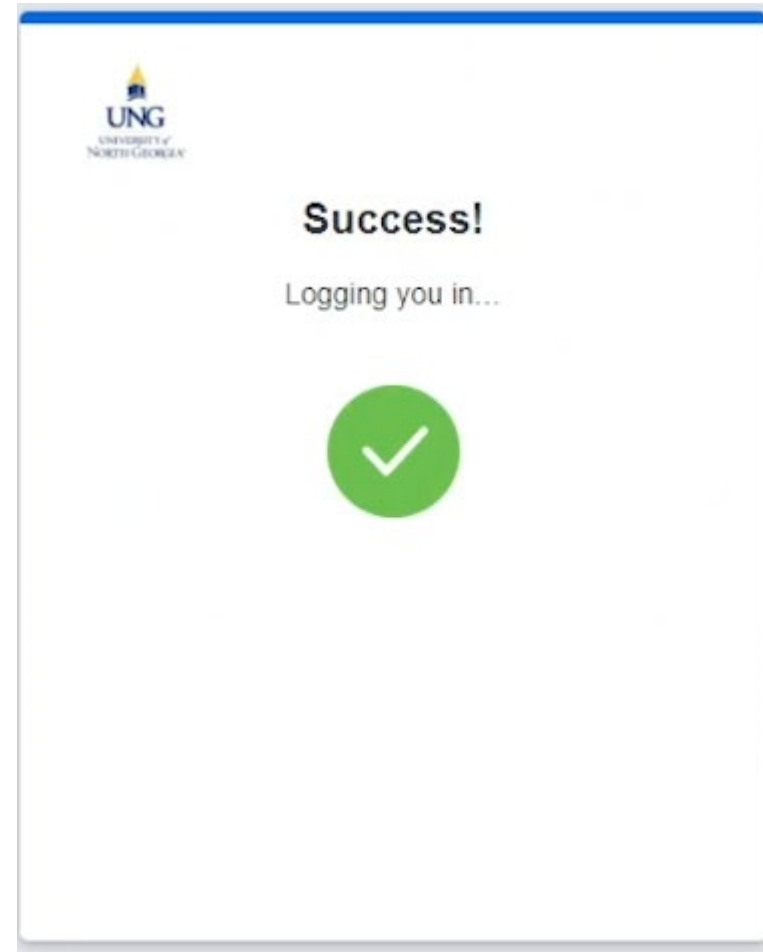
Optionally, you can add a secondary email to your student account. Choose to skip if not desired, granting you immediate access. This step is not required but is recommended.

Additional Profile Information

ungtest

Secondary email   Optional

Use a second email to **recover your account** in case you become locked out. This email must be verified after setup.

Finish

Back to sign in   Skip Profile

All Finished

Congratulations! You've successfully secured your account at the University of North Georgia. If you have questions or encounter any issues, feel free to reach out to the IT Service Desk at 706-864-1922 or by email at helpdesk@ung.edu. Your journey at UNG begins now!